

REAL ESTATE SERVICES

OVERVIEW OF BUDGET

DEPARTMENT: REAL ESTATE SERVICES
DIRECTOR: DAVID H. SLAUGHTER

	2003-04				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Real Estate Services	2,142,465	1,547,050	595,415		24.0
Rents And Leases	571,138	323,000	248,138		-
Chino Agric Preserve	3,922,290	862,498		3,059,792	-
TOTAL	6,635,893	2,732,548	843,553	3,059,792	24.0

BUDGET UNIT: REAL ESTATE SERVICES (AAA RPR)

I. GENERAL PROGRAM STATEMENT

Real Estate Services provides for the administration of lease contracts; the negotiation of new lease contracts; and appraisal, acquisition, and relocation assistance for all county departments and agencies. Reimbursable services are also provided to SANBAG, State of California, and various cities throughout the county, upon request.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	1,358,494	2,263,523	1,786,994	2,142,465
Total Revenue	946,310	1,546,921	1,340,666	1,547,050
Local Cost	412,184	716,602	446,328	595,415
Budgeted Staffing		28.0		24.0
<u>Workload Indicators</u>				
Total hours billed	48,853	44,000		
Number of leases	216	230		
Appraisals / Aquisitions (hours)			13,769	15,500
Property Management (hours)			13,144	13,300

Workload indicators are revised to more accurately reflect the level of professional services provided. The number of leases managed are now included as a workload indicator in the Rents budget (AAA RNT).

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Budgeted staffing has decreased a total of 4.0 positions. Two Real Property Agent IIs were included in the department's 30% Cost Reduction Plan that was implemented. Per Board direction, the vacant 1.0 Clerk III and 1.0 Real Property Agent II positions that were not in recruitment were deleted during budget adoption.

PROGRAM CHANGES

None.

REAL ESTATE SERVICES

GROUP: Internal Services
DEPARTMENT: Real Estate Services
FUND: General AAA RPR

FUNCTION: General
ACTIVITY: Property Mgmt

	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
Appropriation					
Salaries and Benefits	1,601,911	1,922,691	1,934,419	(75,842)	1,858,577
Services and Supplies	152,964	303,670	230,167	16,585	246,752
Central Computer	17,162	17,162	12,831	-	12,831
Transfers	14,957	20,000	20,000	4,305	24,305
Total Exp Authority	1,786,994	2,263,523	2,197,417	(54,952)	2,142,465
Reimbursements	-	-	-	-	-
Total Appropriation	1,786,994	2,263,523	2,197,417	(54,952)	2,142,465
Revenue					
Use of Money & Prop	49,095	-	-	46,000	46,000
State Aid	1,731	-	-	-	-
Current Services	1,289,840	1,546,921	1,506,721	(5,671)	1,501,050
Total Revenue	1,340,666	1,546,921	1,506,721	40,329	1,547,050
Local Cost	446,328	716,602	690,696	(95,281)	595,415
Budgeted Staffing		28.0	26.0	(2.0)	24.0

Total Changes Included in Board Approved Base Budget

Salaries and Benefits	49,151 MOU.
	91,318 Retirement.
	22,559 Risk Management Workers' Comp.
	(151,300) 30% Cost Reduction Plan - delete 2.0 Real Property Agent II.
	<u>11,728</u>
Services and Supplies	(28,664) 4% Spend Down Plan.
	(44,611) Risk Management Liabilities.
	(228) EHAP.
	<u>(73,503)</u>
Central Computer	<u>(4,331)</u>
Revenue	
Current Services	<u>(40,200) 30% Cost Reduction Plan.</u>
Total Appropriation Change	(66,106)
Total Revenue Change	(40,200)
Total Local Cost Change	(25,906)
Total 2002-03 Appropriation	2,263,523
Total 2002-03 Revenue	1,546,921
Total 2002-03 Local Cost	716,602
Total Base Budget Appropriation	2,197,417
Total Base Budget Revenue	1,506,721
Total Base Budget Local Cost	690,696

REAL ESTATE SERVICES

Board Approved Changes to Base Budget

Salaries and Benefits	45,889	Step increases.
	<u>(121,731)</u>	Delete 2.0 vacant positions--1.0 Clerk III and 1.0 Real Property Agent II
	<u>(75,842)</u>	
Services and Supplies	(5,082)	GASB 34 accounting change (EHAP).
	<u>21,667</u>	Adjustments for expected cost increases.
	<u>16,585</u>	
Transfers	5,082	GASB 34 accounting change (EHAP).
	<u>(777)</u>	Changes for personnel and payroll services.
	<u>4,305</u>	
Total Appropriation	<u>(54,952)</u>	
Revenue		
Use of Money & Prop	<u>46,000</u>	Vending machines and concessions.
Current Services	20,779	Increase to reflect increased staffing costs.
	<u>(26,450)</u>	Delete 2.0 vacant positions--1.0 Clerk III and 1.0 Real Property Agent II
	<u>(5,671)</u>	
Total Revenue	<u>40,329</u>	
Local Cost	<u>(95,281)</u>	